

# CEA



## CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

**DEPARTMENT:** Department of Corrections and Rehabilitation

**POSITION:** Regional Parole Administrator  
Division of Adult Parole Operations  
CEA Level 3

Region 3 – Los Angeles

**FINAL FILING DATE:** April 27, 2009

**SALARY RANGE:** \$10,759

### DUTIES/RESPONSIBILITIES:

Under the administrative direction of the Director, Division of Adult Parole Operations (DAPO), the Regional Parole Administrator provides administrative and policy direction for a parole region; represents the Department and the State with officials in both state and federal jurisdictions nationwide, as well as with the Attorney General and District Attorneys Offices, Sheriffs, Chiefs of Police, and other agencies and organizations; advises the Director, DAPO and, as appropriate, the Chief Deputy Secretary of Adult Operations and members of the Board of Parole Hearings on departmental programs and board policy matters as they relate to parole issues.

Duties include, but are not limited to:

- Developing regional parole programs; formulating policies and procedures for major programs; analyzing growth and future staff needs; meeting, coordinating and maintaining close liaison with local law enforcement agencies and courts in carrying out court mandated due process procedures related to released offenders; meeting with political leaders and the public regarding the establishment of new facilities and the cooperative management of operational problems and judiciary and chief probation officers regarding mutual concerns; coordinating with law enforcement regarding use of local custody facilities; coordinating, developing, implementing, and directing new programs under regional authority, (i.e., diversion of parole violators, return-to-custody facilities, and substance abuse programs); responding to media contacts regarding sensitive and high publicity cases; representing the State in public hearings; and addressing public groups, local government, law enforcement agencies, and the news media on parole programs.
- Establishing policies, procedures, and standards for parole field supervision; directing and administering regional programs for adult felons and addict non-felons on parole or outpatient release; initiating, implementing, interpreting and overseeing procedures and standards for parole and outpatient supervision within the region; outlining plans, policies, and procedures; and directing the development of community resources within the region of responsibility in order to affect the greatest possible success in parolee reentry into the community.
- Preparing and justifying budget proposals; monitoring recruitment, hiring, and the appointment process; determining placement of new staff; meeting with union representatives to resolve labor problems; directing the planning and implementation of the training programs within the region of responsibility; evaluating staff for special assignments, promotions, and staff development; and responding to second level staff grievances.

#### **MINIMUM QUALIFICATIONS:**

Applicants must meet the following minimum qualifications:

##### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

##### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code Section 18990.

##### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

##### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

## **KNOWLEDGE AND ABILITIES:**

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's Equal Employment Opportunity Program objectives; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion; and for maintaining a work environment that is free of discrimination and harassment.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively promote equal employment opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Correctional Administrator, Department of Corrections, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Parole Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

These abilities and knowledge are expected to be obtained from the following kinds of experience: from paid or volunteer assignments; in State service; in other government settings; or in a private organization.

**The Regional Parole Administrator, Division of Adult Parole Operations, CEA Level 3, is a peace officer position; therefore, applicants are subject to meeting all requirements for a peace officer.**

## **PEACE OFFICER REQUIREMENTS:**

Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

**Felony Disqualification:** Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

**Firearm Conviction Disqualification:** Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal Laws is ineligible for appointment to any position in this classification.

**Age Limitation – minimum age for appointment:** 21 years (Applicants must state birth date on application).

**Background Investigation:** Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Corrections or California Youth Authority background investigation may be required to undergo only a partial background investigation.

**Medical Requirement:** Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

**Training Requirements:** Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

## **EXAMINATION INFORMATION:**

This examination will consist of pre-screening by an executive screening committee of the candidates' application and resume using predetermined evaluation criteria. Successful candidates will be invited for a Qualifications Appraisal Panel interview. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and resume that clearly addresses your experience with job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above.

## **USE AND APPLICATION OF EXAMINATION PROCESS:**

The results of this examination will be used solely to fill the Regional Parole Administrator, Division of Adult Parole Operations, CEA Level 3, Region 3 vacancy. For further information regarding this position, please contact Toni Dodds at (916) 322-9223 or [toni.dodds@cdcr.ca.gov](mailto:toni.dodds@cdcr.ca.gov).

## **FILING INSTRUCTIONS:**

A Standard State Application (Form 678) and resume must be submitted and postmarked by April 27, 2009 to Toni Dodds, Office of Executive Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, California. Applications postmarked, personally delivered or received via interoffice mail after April 27, 2009 will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for the Office Executive Appointments.

## **GENERAL INFORMATION:**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this examination and all candidates who pass will be ranked according to their scores.

The California Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

### **DEPARTMENT OF CORRECTIONS AND REHABILITATION**

*Vision: With our partners, we protect the public from crime and victimization.*

*Mission: We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.*